



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR NO. 019

TO : ALL OFFICIALS AND EMPLOYEES IN THE DOJ PROPER INCLUDING REGIONAL/ PROVINCIAL/ CITY PROSECUTION OFFICES

SUBJECT : APPROPRIATE OFFICE ATTIRE FOR DOJ OFFICIALS AND EMPLOYEES

DATE : MAY 29 2019

In the interest of the service and in view of the cash grant of uniform or clothing allowance for FY 2019, all officials and employees in the Department are hereby directed to comply with Civil Service Commission (CSC) Memorandum Circular No. 19, s. 2000, as amended, entitled "Revised Dress Code Prescribed for all Government Officials and Employees in the Workplace", as follows:

I. APPROPRIATE ATTIRE

1. Everyone is required to come to work in business/corporate attire, as may be appropriate to one's gender.
2. Everyone is enjoined to wear a white top every Monday.
3. The wearing of jeans/*maong* pants is allowed only on Fridays, provided that these are of conservative colors and designs, and are paired with collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).
4. Wearing of the office identification card (ID) within the DOJ premises is required at all times.
5. When the nature of the work of the official or employee concerned demands that he/she wears clothing other than those prescribed above, such employee should still wear appropriate attire in keeping with CSC M.C. No. 19, s. 2000.

II. PROHIBITED ATTIRE

The following shall be prohibited for all DOJ officials and employees when performing official functions inside the workplace:

- Gauzy, transparent or net-like shirt or blouse;

- Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- Rubber sandals, rubber slippers, "*bakya*".

III. OTHER PROHIBITIONS

The following shall also be prohibited during office hours and within the office premises:

- Ostentatious display of jewelry, except for special occasions and during official celebrations;
- Wearing of heavy or theatrical make-up.

This Order takes effect immediately and shall remain in force until further orders.

For strict compliance.



MENARDO I. GUEVARRA
Secretary

Department of Justice
CN: 0201905241

